APB 2020-014

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## ADMINISTRATIVE POLICY SECURITY (APS) EMPLOYEE BACKGROUND CHECK

APB 2020-014

3-1-2020

**EFFECTIVE** 

March 1, 2020.

Subject(s)

## Administrative Policy Security (APS) 1250-04, Employee Background Check

All existing and potential employees, contractors and subcontractors must complete an MSP RI-030, LiveScan Fingerprint Background Check Request. The individual must provide their name, any aliases, previous last names, or name at birth, home address, city, state, personal identification number (driver license or State ID number,) and Social Security number. The individual must sign the form to certify that the information is true and authorize HR to conduct the criminal history check. OHR will conduct an initial ICHAT background search of local records for all candidates.

Reason: Form name correction.

Issued: 2-25-2020 STATE OF MICHIGAN

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## ADMINISTRATIVE POLICY SECURITY (APS) EMPLOYEE BACKGROUND CHECK

APB 2020-014

3-1-2020

MANUAL MAINTENANCE INSTRUCTIONS

Changed Items ...

APS 1250-04

Issued: 2-25-2020 STATE OF MICHIGAN

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